

Professional and Managerial Branch
General Administration Group
Grant Administration Series

GRANTS COORDINATOR

10/97 (JAS)

Summary

Under general direction, as an individual staff contributor, develop and administer comprehensive program to acquire grant or other alternative funding for a broad array of proposed City projects.

Typical Duties :

Plan, design and organize policies and procedures for City departments to assess feasibility, apply for funds and engage in activities to enhance City operations and services. Involves: reviewing state and federal rules and regulations regarding alternate funding of local government and public services; assessing practices for obtaining grants from governmental agencies and private foundations to fully fund or supplement annual budgets of current projects; devising methods to evaluate feasibility of interdepartmental, interdisciplinary, interagency and interjurisdictional proposals as well as functionally specialized projects; recommending program additions, deletions and changes.

Implement, oversee and control approved Citywide grant funding program. Involves: providing technical guidance or personally performing grant sources research, application writing, project planning, progress monitoring, needs determination, results surveys, expenditure auditing and achievement rating; acting as City liaison to departments, funding sources, regulatory agencies, subgrantees and citizens groups; conferring and corresponding with and advising City officials and executives, and interested management and personnel of other organizations to deal with issues such as new and amended projects, work scopes and budget estimates, sources and uses of funds, physical and human resources required and specifications, contractual and other legal compliance, grant award and renewal negotiations, internal and external activity monitoring and fiscal administration, and general program improvement goals and objectives; arranging for and as designated, chairing required public hearings.

Perform related professional administrative duties assigned. Involves: reviewing pertinent literature or other information sources; compiling and recording statistics, accounting and other data; approving mandated forms as authorized: preparing and presenting ad hoc and recurring status or other accountability reports and recommendations, including those of a technical nature.

Minimum Qualifications

Training and Experience: Graduation from accredited college or university with a Bachelor's Degree in Public or Business Administration or related field, plus three (3) years professional experience researching, planning or administering grant or endowment funded, or contract human, social or government projects; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: program planning, research or administration principles and methods; grant applications review and evaluation techniques and procedures; legislation regulating grant administration; budgeting techniques and common business management practices. Good knowledge of: private, local, state and federal funding sources. Some knowledge of: personal computer and word processing software.

Ability to: prepare, review and maintain program administrative files, and complex planning and progress reports; communicate effectively orally and in writing to clearly and persuasively present technical information to Mayor and Council, top management, boards of directors, funding sources, regulatory agencies, public groups and businesses, and to respond to common inquiries or complaints; establish and maintain cooperative work relations with government agencies; research and apply rules and regulations to specific programs; read, analyze and interpret common scientific and technical journals, financial reports, and legal documents; write speeches and articles for publication in prescribed style and format; apply mathematical concepts such as probability, statistical inference, fractions, percentages, ratios and proportions to practical situations; define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form to deal with several abstract and concrete variables.

Skill in safe operation and care of: a motor vehicle; personal computer or network terminal and installed software.

Physical Requirements: Normally sedentary. Occasional motor coordination to drive through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head